

Classification

12

REPORTS INVENTORY						CONTROL NO.							
PREPARE IN DUPLICATE						DDS/OTR/CTP-5							
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT							
Destruction of Records and Retirement of Records						xx STATISTICAL							
						NARRATIVE							
						MACHINE-NAME LISTING							
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL							
		LOGISTICS		SECURITY		OTHER (specify)							
		MEDICAL		FINANCE		xx Records							
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)							
3		Annually				one							
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT							
Memorandum		<table border="1"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td>xx NO</td> <td></td> </tr> </table>				YES	IF YES GIVE ADP PROCESSING NO.	xx NO		<table border="1"> <tr> <td>HR</td> <td>OTR 43-1; HR</td> </tr> </table>		HR	OTR 43-1; HR
YES	IF YES GIVE ADP PROCESSING NO.												
xx NO													
HR	OTR 43-1; HR												
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)									
CTP				None									

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-09	\$5.70		4		\$22.80		1		\$22.80